

Microsoft® Excel 2013 – Introduction

Duration: 1 day

This course has been designed as an introduction to Excel as well as general spread sheet concepts. The course covers basic formulas and functions, as well as setting up and printing your spread sheet.

Course Objectives

Upon completion of this course participants will be able to:

- Work with ranges
- Create simple formulas
- Copy and move data
- Use page setup
- Print spreadsheets
- Create charts as another way of presenting data

Course Outline

Working with Ranges

- Working with ranges
- Selecting ranges with the keyboard and mouse
- Entering values into a range
- Creating Simple Formulas

Copying/cutting and pasting data

- Using the AutoFill feature
- Filling cells
- Printing
- Working with Quick Analysis

Using formulas

- Entering formulas
- Using the SUM function
- Using MAX, MIN, AVERAGE and COUNT functions
- Relative and absolute cell references
- Creating an absolute cell reference
- Copying and Moving Data

Previewing a worksheet

- Printing a current worksheet
- Printing a selected range
- Printing multiple copies
- Printing a page range
- Using Page Setup

Setting margin and centring options

- Changing page orientation
- Editing headers and footers
- Repeating row and column labels
- Scaling a worksheet
- Using Page Break Preview
- Setting/removing a print area

Using quick Styles

- Using number formats
- Using the currency, percent and comma style
- Changing decimal places
- Changing text appearance
- Rotating, wrapping & shirking text in a cell
- Changing cell alignment & text indent

Charting

- Creating a default Column Chart
- Changing the Chart type
- Customising chart colours and fonts

Sparklines

- Creating Sparklines
- Changing Sparkline type
- Customising the Sparkline